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UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREIGN AGRICULTURAL SERVICE  
WASHINGTON 25, D.C.

FAS FIELD INSTRUCTION NO. 7  
February 13, 1956

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SUBJECT: Information Copies of Communications

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Your attention is directed to the desirability of sending information copies of telegrams, despatches, or letters to the attaches at other posts when those posts are affected by, or may be directly interested in, the contents of the message.

As an example, the attache in Country A may be reporting to FAS a trade development or crop estimate involving Country B. As a general rule, a copy of such a message should be furnished to the post in Country B for information. This will not only keep the Attache there informed of developments but will enable him to take any action he considers appropriate.

The expense of telegraphic communication should, of course, be considered in determining whether a telegram is of such significance that it should be repeated. This is a matter for the discretion of the attache originating the message. Depending on the importance of the time element, an information copy of the telegram may be sent by air pouch. In that case, the telegram should include the notation "By Pouch (name of post)", for the information of Washington Officials.

Copies of letters and despatches involving another post should uniformly be sent to the attache at that post. These communications should also bear the notation, "By Pouch (name of post)".

